



STATE OF WASHINGTON

**OFFICE OF FINANCIAL MANAGEMENT**

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July 14, 2021

**TO:** Agency Directors

**FROM:** David Schumacher  
Director

A handwritten signature in blue ink, appearing to be "DS", written over the printed name "David Schumacher".

**SUBJECT: GUIDELINES FOR 2021-23 VOLUNTARY SEPARATION AND RETIREMENT INCENTIVE PROGRAM**

Section 905 of the 2021-23 operating budget (Chapter 334, Laws of 2021) allows a voluntary separation and retirement incentive program to give agencies the option to offer financial incentives to employees to voluntarily separate from state service through retirement or resignation.

Historically, participation in this program has been limited to agencies that have experienced significant, statutorily directed reorganization, or a recent change in primary mission and body of work. In May 2020, in response to budget shortfalls anticipated as a result of the coronavirus pandemic, we revised the guidelines to open eligibility for the program to all agencies, provided they develop a proposal that meets the guidelines. The 2021-23 program remains open to all agencies, subject to prior OFM approval and pending further review of significant operational challenges that we continue to face.

If your agency wishes to participate, you must submit a voluntary separation and retirement incentive plan to OFM for review and prior approval. Once plans are approved, agencies must report quarterly to the Department of Retirement Systems and OFM State Human Resources Division, and submit a final report to OFM and the Legislature at the end of the biennium.

If you have any questions, please contact the staff listed in the guidelines.

cc: Franklin Plaistowe, Assistant Director for State Human Resources, OFM  
Nona Snell, Assistant Director for Budget, OFM  
Marcus Ehrlander, Budget Assistant, OFM  
Caroline Kirk, Rules Specialist, OFM  
Shawn Merchant, Legislative and Stakeholder Relations Director, DRS  
Charlie Gavigan, Staff Coordinator, House Appropriations Committee  
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